



**City of Groveport**  
**Human Resources Report to the Mayor and City Council**  
**January 14, 2020**

**Human Resources - Sue E Wadley, Personnel Director**

- 2020 Health Insurance Open Enrollment has been completed. All employees' forms have been processed and audited.
- In 2019, there were seven (7) Workers Compensation claims with only 1 resulting in lost work time. HR will continue to provide guidance on safety in the work place and return to work strategies to include training such as the upcoming 2020 BWC safety congress which provides free training to our employees and credit towards a discount on our BWC premiums.
- 2019 process improvements implemented - digitalizing employee forms, utilizing the online application process and providing management with tools and resources to streamline processes.
- Recruiting- HR is collaborating with the Aquatics Manager, Seth Bower, to roll out a new and improved recruiting campaign to hire Lifeguards, Head Lifeguards and Aquatic Managers for the 2020 season. Keep an eye out for some creative recruiting in 2020.
- Open positions – Public Service Director, Golf Maintenance Worker, Parks Maintenance Worker, part-time Receptionist and lifeguards.
- HR 2020 goals: identify strong recruiting tools, improve on-boarding process for new hires and re-hires, and identify training of value for employees and management.

If you should have any questions, please feel free to contact me regarding any Human Resources needs or issues.

Thank you,

Sue